

**JOHNSONBURG MUNICIPAL AUTHORITY**  
**REGULAR MEETING**  
**TUESDAY FEBRUARY 18, 2020**

The meeting was called to order at 6:00 P.M. by Chairman James Reinsburrow, followed by Pledge of Allegiance and moment of silence.

**ROLL CALL** – In attendance were Earl Park, Charles DeStephano, Dennis Asti, Kenneth Polaski, Richard Zeigler, James Reinsburrow, Thomas J. Weaver, Richard Brown, Lisa Sorg, Kerri Shaffer, Josh Gunnett, and Travis Long. D.J. Haupright excused.

**APPROVAL OF MINUTES FROM THE PREVIOUS MEETING**- The minutes of the January 21, 2019 Regular Meeting was approved as presented. Motion made by Dennis Asti and seconded by Richard Zeigler; motion carried unanimously.

**EXECUTIVE SESSION**- None

**VISITORS**- Tony King, Brian Stockman (Ridgway Record Reporter) and Joyce Maletto (Johnsonburg Press Reporter).

**VISITORS COMMENTS**- James Reinsburrow asked on behalf of a customer what the protocol for turning water on at a service is. Lisa explained the protocol and there was a miscommunication with the costumer that will be resolved. The customer also asked why his phone call was not answered at 10:00 am and an answering machine did not pick up. Lisa explained the office only has one line and when you are on a call you cannot switch over to answer the other call.

**MANAGER'S REPORT**-ACT 13 Grant deadline is March 1st. Grant requests must be a minimum of \$1,000 up to the maximum of \$10,000. Statement of Financial Interests forms for distribution to and use by "Public Officials" and "Public Employees" in the Authority to comply with the annual filing requirements of the Public Official and Employee Ethics Act, 65 PA. C.S. § 1101 et seq, are being handed out and will need to be in by May 1, 2020. Lab Comparisons were handed out to the Board. The PMAA has sent a notice of the upcoming training that is available. This training will give a governmental relations update along with an ethics refresher. If a board member is interested in any of the sessions, please let the Authority office know. According to the USDA regulation 1780.36(c)(5) ..." Applicants must provide a positive program to encourage connection by all users as soon as service is available. The program will be available for review and concurrence by the processing office before loan closing or commencement of construction, whichever occurs first. Such program shall include: (i) An aggressive information program to be carried out during the construction period. The applicant should send written notification to all signed users in advance of the date service will be available, state the date users will be expected to have their connections completed, and the date the user charges will begin. (ii) Positive steps to assure that installation services will be available. These may be provided by the contractor installing the system, local plumbing companies, or local contractors; (iii) Aggressive action to see that all signed users can finance their connections."

James Reinsburrow asked Travis Long where we are on the Harrison Avenue Sewer Line. Tavis stated everything has been completed and turned over to ARS Engineering.

**ENGINEER'S REPORT** – Vertical and Horizontal alignment design has been completed and additional plan notations hand details currently ongoing. Right-of-Way plans being obtained from PennDOT and easement development to commence. JHA has coordinated Todd Mace of PESI to visit JMA on 2/13/2020 to evaluate and provide options and proposal for addressing the certified operator requirements of DEP. JHA composed a Standard Operating Protocol specific to water quality and shutdowns as requested by PADEP and is currently under JMA review. Additional Staff training is going to be required by PADEP. Coordination with Roberts Filter training recommended and should be followed up on. A full report will be forthcoming from DEP on their findings from the inspection. JHA has completed their design work for the realignment of the sanitary sewer force main as necessary for address the slip issues within the area. JMA's sewer line is currently exposed and subject to damage resulting from the slip issues. ARS Engineering mentioned reimbursement for services may be for services incorporation of waterline data from GDF, topographic information from ARS engineering, compatibility correlations of CAD programming for ARS and development of utilities final plan for both water and wastewater utilities, ready for ARS

incorporation for the roadway realignment bid documents. JHA recommends further discussion with the Borough and AFS on reimbursement opportunities.

**PROJECT ENGINEER'S REPORT-** Contract No. 1 Water Treatment Plant, General Construction has one clear well wall pour remaining, flocculation/sedimentation tank mat foundation and wall pours continuing, finished installing coffer dam and began intake work. The Contractor ran into issues with the filter bag discharge increasing the stream turbidity at the Domtar Plant intake. Domtar has requested that the filter bag be moved downstream below their outfall. Contractor has the pipe available and begun the process of moving the filter bag downstream. This will be an overall betterment to the project and will help Domtar with their water quality, and it will also avoid any future issues with the fish hatchery when concrete pouring begins. James Reinsburrow asked if Domtar will be helping with the cost of moving the filter bag. Josh suggested offering two days of down time to offset the cost. Contract No. 2 Water Treatment Plant, Electrical Construction review of contractor shop drawings and submittals is ongoing. Contract No. 3 Water Storage Tank Work contractor deferring construction until late February/March due to weather. Based on DEP inspection visit, DEP recommended additional tank storage height. Current design is to match existing tankage so that in the future the 0.5 MGD tank could still be used if needed. It is possible to increase new tank height via change order. To increase the currently designed tank volume and height there would be an additional cost of \$46,705. This would also increase the storage volume by approximately 44,000 gallons. To maintain the currently designed tank volume but increase the tank height there would be an additional cost. This would be a cheaper alternative. Contract No. 4 Water Distribution System Improvements based on our evaluation, IF the tank height is increased, to maintain the same pump flow rate to a raised tank elevation it would increase the pumps from 7.5 hp to 10 hp at an increase of \$1,840 or the existing pump can be used except an extra 6 minutes is required to fill the tank at the average daily flow rate. Requisition #50 to USDA in the total amount of \$273,873.95.

Motion made by Earl Park and seconded by Kenneth Polaski to authorize a change order to Contract No. 3 to maintain the currently designed tank volume but increase the tank height for an estimated \$20,000.00. Motion carried unanimously.

**SOLICITOR'S REPORT-** Working on the Line of Credit with CNB Bank and has a phone conference with Joseph Haines on Wednesday, February 19, 2020.

**FOREMAN'S REPORT** – No comments made.

**COMMITTEE REPORTS –**

- a. Administration- None
- b. Finance- None
- c. Fire Department- None
- d. Hiring- None
- e. Johnsonburg Borough- None
- f. Operations- None
- g. Union- None

**APPROVAL OF TREASURER'S REPORT-**

Revenue Fund- Water & Sewer	\$ 256,139.17
Municipal Savings Account- Water	\$ 916,627.97
Municipal Savings Account- Sewer	\$ 66,452.84
Insured Money Funds	\$ 64,035.22
Payroll Fund	\$ 12,076.99
Certificate of Deposit-Sewer- CNB	\$ 25,716.15
Hunt Water Sales-CNB-Savings	\$ 23,184.44
Line of Credit- Checking	\$ 25,450.01

Motion made by Earl Park and seconded by Dennis Asti to accept the Treasurer's report for January 31, 2020, as presented and placed on file for audit; motion carried unanimously.

**APPROVAL OF BILLS-**

Revenue Fund- Water \$52,708.02

A motion was made by Earl Park and seconded by Richard Zeigler to approve the water bills. Motion carried unanimously.

Revenue Fund- Sewer \$26150.09

A motion was made by Earl Park and seconded by Dennis Asti to approve the sewer bills. Motion carried unanimously.

COA \$34,526.20

A motion was made by Earl Park and seconded by Richard Zeigler to approve the COA bills. Motion carried unanimously.

Contact No. 1 Pay Application \$273,873.95

A motion was made by Earl Park and seconded by Richard Zeigler to approve the Contract No. 1 Pay application bills. Motion carried unanimously.

**BUSINESS AFFAIRS –**

It is recommended to update the Rules and Regulations with the proposed changes. Tabled

It is recommended to appoint \_\_\_\_\_ to be the Authority's lab for 2020. Motion made by Earl Park and seconded by T.J. Weaver to appoint Fairway Laboratory to be the Authority's lab for 2020. Motion carried unanimously.

**BOARD DISCUSSION-** Earl Park asked Travis Long about the Third Avenue Tank. Mr. Park wants the tank cleaned up. James Reinsburrow asked if there will be isolation valves on the tanks and Josh confirmed there will be. Hugh Water would like to get city water to Elk County Foods, Family Dollar, and Northwest Savings Bank due to poor water quality at these locations. Earl Park would like Travis Long to get a quote on how much it would cost to get these locations water. Lisa Sorg and Travis Long will have a conference call with Hugh water to find a solution.

**COMMENTS FROM VISITORS-**

**EXECUTIVE SESSION** –Motion made by Richard Zeigler and seconded by Kenneth Polaski to enter into executive session at 7:04 PM. to discuss litigation and DEP. Motion carried unanimously.

Motion made by Richard Zeigler and seconded by Kenneth Polaski to enter into regular session at 8:18 PM. Motion carried unanimously.

**BUSINESS AFFAIRS-**

Motion made by Earl Park and seconded by Dennis Asti to hire PESI Company to come train the employees on the water treatment plants. Motion carried unanimously.

Motion made by Charles DeStephano and seconded by Earl Park to have a mandatory meeting with DEP and all employees. Motion carried unanimously.

Motion made by Dennis Asti and seconded by Earl Park to officially recognize an unofficial agreement with Richard Zeigler to maintain the driveway to Zeigler's Tank. Motion carried unanimously.

**ADJOURNMENT OF MEETING-** Motion made by Dennis Asti and seconded by Kenneth Polaski to adjourn the meeting at 8:24 PM. Motion carried unanimously.

Kenneth Polaski,  
Secretary